

Course Objective

By the end of this course, attendees will be able to effectively design, implement and manage Datix risk management system according to the requirements of their own organisation, or based on a case study provided.

Who should attend this course?

- Existing Datix Administrators whose employers wish to benefit from a technically proficient professional who has hands-on experience and in-depth knowledge of best practice implementation techniques.
- Those who wish to pursue Datix Administration as a full time career.
- Those within Risk Management who wish to diversify their skill set.

Methodologies used

The course makes use of a mix of classroom training (based in London), e-learning assessment tools, various self-paced case study exercises and project based work. An online Datix application is available throughout the duration of the course, so attendees can conduct project work when it suits them. Access will be provided to Datix Training Online, a powerful virtual learning environment for assignment submission, discussion forums, file downloading, and news and announcements.

Materials

Official course workbooks, Study guide for self paced exercises, hosted Datix online application, online virtual training environment with access to course media including vid-casts and other related reference materials.

Pre-course Preparation

You will need to complete a pre-course survey. This will be used to gauge your current understanding and skill set to ensure that the course is suitable.

Pre-requisites

All attendees must have already completed a Datix administrator course within the past 18 months from the start date of the course.

Attendees must be competent computer operators and will be expected to travel to a designated training venue (the DCP course will be run regionally dependent on demand) for 2x 3-day classroom sessions.

It would greatly benefit attendees to have a sound understanding of their organisation's risk management policies and procedures as the course will primarily focus on system administration rather than specific module usage.

Access to a PC with internet connection for the completion of out of class project work. NOTE: This PC will need to have no restrictions to our hosted Datix application.

Duration

Total duration: 6 classroom based days, broken down into 2 sets of 3 concurrent day workshops (held on a Tuesday, Wednesday and Thursday). There is a 4 week gap between the workshops to allow attendees to complete their assigned project work.



Project work is a key component of this course, which must be completed in the 4 week gap between workshops. Your assigned trainer will be available to you during this period via telephone and e-mail to assist with any queries or issues.

Course Map

The course will be organised as follows:

Workshop One :

Workshop 1						Morning		Afternoon	
Day 1 Planning & Design	Introduc-tions	Coding Requireme-nts	Planning Implemen-tation	L U N C H	Web Requirements	Pilot & Rollout			
Day 2 Rich Client Implementat ion	Web Form Planning		Coding		Document Templates	Working with User Accounts			
Day 3 Web Implementat ion	Configur ation Settings	Form Design			Form Design	User Friendliness			

Break: At this point, the course will break for 4 weeks to allow users to complete their assigned project work, which will include coding their system, designing the appropriate forms, and populating it with some sample records.

Workshop Two:

Workshop 2						Morning		Afternoon	
Day 4 Review & Permissions	Form Reviews & Feedback		Additional Form Types	L U N C H	User Accounts, Security Groups & Profiles				
Day 5 Searching & Reporting	Creating Queries		Creating Reports		Publishing Reports	Dashboards			
Day 6 Ongoing Maintenance	Form Designs	Change Management			Best Practice Case Studies	Wrap-up & Course Closure			

Please note that as Datix is a constantly evolving product, course contents may change due to subsequent system enhancements. Attendees will be notified of any changes in advance of their course attendance.

What else do you get?

Becoming a Datix Certified Professional has many benefits in its own rights, however in order to help your skills grow further, we have arranged a package of benefits to graduates of the DCP scheme, worth over £1500. Details of each of these benefits are provided below:

Datix Test Platform

When Datix is first installed in your organisation, a Live database and a Demo database are provided. This provides great benefit as you are able to train your users in a separate database to your live system. By having Datix install a third "Test" database, you will essentially have a sand-box that Datix Administrators can use without the fear of causing any repercussions on the live system. This could include (but certainly not limited to!) making some changes to form designs to see how they would appear, or changing configuration settings to test their effect. We would usually charge approximately £450 for this service, but for all DCP graduates we will provide this free of charge.

Datix Group Training

The Datix Certified Professional course itself focuses on enhancing and developing your administration skills within the Datix software. We understand that often an Administrator needs to know details of particular modules within the application, in addition to the ability to administer them. Whilst individual modules will not be covered in-depth during the course, we are pleased to offer all DCP graduates 2 free places on Datix Group Training courses. This offer must be used within 24 calendar months of the start of your DCP course, and is valued at £440. Group training is usually run every quarter, and details are posted at www.datix.co.uk

Workshops

Once per year, we will run a short online workshop to update you on the current roadmap of the Datix product. You will be among the first to hear of what we are planning to do with the software, gain details on recently released upgrades, and have the chance to share your feedback and ideas with the Datix team. Online workshops are usually charged at £180 a session, but free to all DCP Graduates within the first 24 months after the completion of the course.

E-Learning Tool

As organisations continue to grow, we understand that it can become increasingly challenging to ensure that all of your users are trained on how to submit an incident using the Datix DIF1 form. To combat this, we have developed a robust e-learning solution that can easily be tailored to the needs of your organisation. As part of the DCP Course Package, we will offer you a 10% discount on the initial purchase and customisation cost of the product; a benefit worth £300.

Using your Benefits

To make use of any of these benefits, simply contact the Datix Client Services team by e-mail using clientservices@datix.co.uk, or by telephone on 0208 971 1971, and they will be happy to make the appropriate arrangements for you.